

CONFIDENTIAL

DPD 3897-59

25 June 1959

MEMORANDUM FOR: Chief, Materiel Branch

SUBJECT : Request for One (1) IBM Electric Executive Typewriter

1. It is requested that an IBM Electric Executive Typewriter be placed in this office in lieu of a Standard Electric Typewriter (IBM).

2. This request is made because there are only two (2) secretaries in SRS/DPD-DD/P, and on occasions the work for the Chief requires typing assistance on portions of documents or annexes. Difference in types in the two (2) typewriters in the office cuts down on the efficiency and at times when speed is required is a hindrance.

3. By virtue of the fact that my secretary is new on the job, it would be especially appreciated if this substitution would take place reasonably soon.

25X1

JAMES Q. REBER

Chief, Special Requirements Staff
DPD-DD/P

C/SRS/DPD-DD/P:JQReber:lzt
24 June 1959

25 YEAR RE-REVIEW

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